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|  | |  |  | | --- | --- | |  | C:\Users\Cheryl A Paradise\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SUT3S3TB\MP900400148[1].jpg | |  |   **Christmas Gift Tags Using MS Publisher**  Want to add a special touch to your Christmas gift giving? You can design your own gift tags to put on your gifts. It's fun to do and so rewarding when your friends and family want to know where you got the cute gift tags.  When you open MS Publisher, the task pane is displayed. You select your publication type from the task pane.  • Select Labels from the New Publication Task Pane • Select the Mailing Label classification • Choose the label size you prefer (I recommend Avery 5162 or 5163) • Delete the predefined address fields • Click on the Special Characters button on the Standard toolbar to reveal the carriage return symbols in your layout • Press the ENTER key twice; then position the insertion pint on the middle paragraph marker • Insert a clip art object or picture of your choice • Size and position your graphic on your label. • Type a greeting, if desired • Align and type "To:"  • Align and type "From:"  • Format text lines as you prefer (font type, color, and size) • Space the text lines so that they are evenly distributed Use the Print Preview feature to view layout. Make any adjustments you feel might be appropriate. Try printing one copy onto a blank piece of paper to assure you are getting what you expect. Insert your labels into your printer tray and print. |